

December 19, 2008

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The Rap Sheet

The Quarterly Newsletter is only 5 pages long for this publication. If you have an article you've been working on, or even an idea, PLEASE send them to me TODAY!!

Come on! Help me out!! I will take articles as presents!! Anything!

Thanks, in advance, for your help.

MILEAGE CARDS FOR STATE AND FLEET VEHICLES

ATTENTION To those who are assigned to a state or Fleet vehicle: Please keep in mind that the mileage cards are due to be turned in at the end of each month—NO EXCEPTIONS. If you are getting gas at the end of the month, for example, you will have only until the end of the 1st week of the next month—**not two, or three or four weeks later**—to turn them in.

The Mileage Cards are to be submitted in a timely matter. This responsibility rests with you! The cards are turned in at the business office. Please contact me if you have any questions.

Thank you,
Becky Cournoyer

On Tuesday morning we are planning to move the main phone number for the Academy from 271-2661 to 223-4200. 271-2661 will be forwarded to the new number for a period of time. After the switch over, we will send out an announcement of the change.

Change in Times for Submitting Payroll

Due to the upcoming holiday season, the following work weeks have a different **payroll deadline** than normal:

Work Week	Deadline
December 12 – 18, 2008	Friday, December 19, 2008, 6:00 a.m.
January 9-15, 2008	Friday, January 16th, 2008, 6:00 a.m.

REMINDER!! Personal Service Reports need to be filled out with your FULL LEGAL NAME, NOT your nickname!!

Photos from Captain Meredith Lund of the work crews fixing damage from the Ice Storm

